

RECORDS RETENTION SCHEDULE

6C 28058

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STATE RECORDS PROGRAM

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION CALIFORNIA PUBLIC UTILITIES COMMISSION		(2) AGENCY BILLING CODE 59000		(3) PAGE 1 OF 8 PAGES	
(4) DIVISION/ BRANCH/ SECTION FISCAL OFFICE		(5) ADDRESS 505 VAN NESS AVE., SAN FRANCISCO, CA 94102			
CHECK THE APPROPRIATE BOX					
(6) <input checked="" type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) - (12)]					
(7) <input type="checkbox"/> Revising a previous schedule. [Complete boxes (13) - (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) - (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER FO - 07-01	(10) SCHEDULE DATE 12/27/2007	(11) NUMBER OF PAGES 7	(12) CUBIC FEET (Total Schedule) 293MB AND 833CC
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER	(14) APPROVAL NUMBER	(15) APPROVAL DATE (S)	(16) PAGE NUMBER(S) REVISED - 1
(17) MISSION/FUNCTIONAL STATEMENT : THE MISSION OF THE FISCAL OFFICE IS TO PROVIDE PROPER ACCOUNTING PRACTICE IN RECORD KEEPING OF THE COMMISSION VARIOUS FUNDS; MONITORING ITS REVENUES & EXPENDITURES AND OTHER ACCOUNTING SERVICES THAT MAY BE NEEDED TO THE INDUSTRIES IT REGULATES.					
PART I - AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS LEON D. MUNOZ		(19) TITLE FISCAL OFFICER		(20) PHONE NUMBER (415) 703-1650	(21) DATE SIGNED 1/22/08
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE - RECORDS MGMT. ANALYST Darryl R. Munham		(23) CLASSIFICATION B50 II Supervisor	(24) NAME (Printed or Typed) Darryl R. Munham	(25) PHONE NUMBER (415) 703-1860	(26) DATE SIGNED 01/22/2008
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE - CalRIM CONSULTANT James C. Sanchez		(28) APPROVAL NUMBER 08-035		(29) DATE SIGNED 2/4/2008	(30) EXPIRATION DATE 2/4/2013
PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE Sydney Bailey Archibut			(34) DATE SIGNED Feb. 15, 2008		



08-035

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		

			<u>REPORTS</u>								
1	3960KB		GO1 -TRIAL BALANCE	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
2	396KB		Y01 - ACCRUAL WORKSHEET	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
3	11016KB		G03 - TRIAL BALANCE BY TC CODE	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
4	1692KB		Q26 - YEAR-END STATEMENT OF REVENUE	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
5	5292KB		B06 - BUDGET REPORT	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
			<u>LEDGERS</u>								
6	6012KB		B03 - APPROPRIATION CONTROL ACCOUNT	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
7	17784KB		D04 - RECEIVABLE STATUS REPORT	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
8	16668KB		D08 - OFFICE REVOLVING FUND STATUS	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
9	23472KB		Q36 - ORGANIZATION APPROP EXPEND LEDGER	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
10	5838KB		D09- DOC RPT BY GL, SUBSID ACCT & DOC NO	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first

08-035

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
11	52452KB		D10 – DOC RPT BY GL, SUBSID ACCT & OBJECT	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
12	3996KB		Q-24 – RECEIPTS BY ORG & PROG SOURCE	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
13	48		ACCOUNTS RECEIVABLE LEDGER	P		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
14	672KB		GO2- YEAR-END GENERAL LEDGER	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
			<u>REGISTERS</u>								
15	6012KB		D05- DOC REPORT OF CLAIMS FILED	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
16	10872KB		D01- DOC REPORT OF ENCUMB/OBLIG/PAYABLES	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
17	9696KB		K01- OUTSTANDING CHECK REPORT	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
18	63540KB		L01- LABOR DIST BY PCA, INDEX, UNIT & NAME	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
			L01- LABOR DIST BY INDEX, PCA, UNIT & NAME	M							
19	4778KB		H03- GEN CASH RECEIPTS & DISBURSEMENT REGISTER	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first

08-035

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
20	4644KB		H08- REVENUE TRANSACTION REGISTER	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
21	7848KB		<u>CASH</u> Q27- RECEIPTS BY PROG, ORG AND SOURCE	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
22	468KB		C01- STATEMENT OF CASH POSITION	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
23	1		STD 432- STOP PAYMENT REQUEST	P		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
24	2268KB		D02-REVOLVING FUND ADVANCES	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
25	39168KB		HD1- ORF ADVANCE TRANSACTION ANALYSIS	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
26	9144KB		HB5- ANALYSIS OF GEN CASH RECEIPTS & DISB	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
27	711		<u>DISBURSEMENT</u> STD 218- CLAIM SCHEDULE	P		Active +4	Active +4		Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
28	56		STD 262- TRAVEL EXPENSE CLAIM	P		Active +4	Active +4		Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
29	2		STD404- REMITTANCE ADVICE	P		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first

08-035

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
30	4		REVOLVING FUND CHECKS	P		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
31	115 MB		<u>CONTROLLER'S DOCUMENT</u> JOURNAL ENTRY	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
32	78.5 MB		SCO TAB RUN	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
33	1		<u>TRAVEL & TRANSPORTATION</u> STD255- MOVING SERVICE AUTHORIZATION	P		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
34	1		STD257- REQUEST FOR APPROVAL OF OUT OF STATE TRAVEL	P		Active +6			Active +6		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
35	1		STD257C- OUT OF STATE TRAVEL REQUEST <u>CALSTARS REPORT</u>	P		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
36	776KB		B04- DETAIL REPORT OF APPROPRIATION STATUS	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
37	47988KB		DB2- SCO/CALSTARS MONTHLY RECON REPORT	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
38	9000KB		D07- YR-END DOC FILE RPT OF ENCUMB (GL6150)	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first

08-035

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
39	1458KB		D13- ENCUM & OBLIG DOC	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
40	23220KB		D16- DOC REPORT FOR SCO RECON	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
			<u>CLASTARS REPORT (CONT)</u>								
41	900KB		GO5- GENERAL FIXED ASSET REPORT	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
42	32220KB		HB04- APPROP TRANSACTION SUMMARY	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
43	444096KB		HG1- GENERAL LEDGER ANALYSIS REPORT	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
44	5289KB		H00- DAILY TRANSACTION REGISTERS 1-9	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
45	222480KB		H01- INDEX TRANSACTION ANALYSIS RPT	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
46	318240KB		H09- HISTORY FILE EXPEND RECORDS	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
47	756KB		PO1- YR-TO-DATE REPORTABLE PAYMENT RPT	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
48	134280KB		Q16- EXPEND BY PROG & ORG & OBJ	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first

08-035

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
49	4176KB		Q22- PFA WORKSHET BY PROG	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
50	2808KB		<u>CALSTARS REPORT (CONT)</u> SOI- REPORT OF SUBSIDIARIES ON FILE	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
51	422136KB		U01- VENDOR PAYMENT DETAIL REPORT	M		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
52	8		FORM710-1-DAILY ACTIVITY REPORT	P		Active +4			Active +4		Retain at least 2 years. Destroy after audit or 4 years whichever occur first
Total = 833 cu ft											

* Provide total of office and departmental

08-035

EM	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

53			<u>Records Management</u> STD Form 70, Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.
54	1		STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.
			<u>Electronic Mail</u>								
55			A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number). B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge.	M		*	*	*	*		*E-mail communications that have "official records status" are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question.
				M		90 days			90 days		Destroy transitory e-communications when they have served their purpose.